

JOB TITLE: Lieutenant

SD/6

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position is responsible for performing administrative and supervisory duties in support of assigned operations within the department.

MAJOR DUTIES:

- o Trains, assigns, schedules, supervises, and evaluates personnel; researches and recommends policies.
- o Procures necessary materials and supplies for division activities; insures proper maintenance of vehicles and weapons; requests resources during budget preparation.
- o Coordinates cooperation with other law enforcement agencies and with the District Attorney's Office.
- o Supervises the preparation and maintenance of various records and reports; reviews reports completed by subordinate officers.
- o Supervises security for the Court House and court rooms.
- o Supervises the work of School Resource Officers, D.A.R.E. Officer, and Community Resource Officers; supervises the functions of the civil division; supervises the work of the warrant division.
- o Oversees the Crime Stoppers program, litter patrol, the RUOK program.
- o Coordinates Honor/Color Guard services for funerals.
- o Participates in general law enforcement work including answering complaints or calls, transporting prisoners, and making arrests.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal, state, and local laws, county ordinances, criminal and traffic laws, and department policies and procedures.
- o Knowledge of police management and supervisory techniques.
- o Knowledge of the criminal justice system and court processes and procedures.
- o Knowledge of the boundaries and geography of the county.

- o Skill in the use of firearms, communications equipment, and other standard and specialized equipment.
- o Skill in the use of a computer.
- o Skill in obtaining and preserving evidence.
- o Skill in planning, organizing, and decision making.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Captain assigns work in terms of very general instructions. Completed work is spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state criminal and traffic laws, county ordinances, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied technical and supervisory duties. Frequently-changing laws and the variety of situations encountered contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to supervise department operations. Successful performance helps ensure the safety and protection of community life and property.

PERSONAL CONTACTS: Contacts are typically with the general public, co-workers, other county employees, attorneys, court personnel, elected officials, and law enforcement officers from federal, state, and local agencies.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, provide services, settle matters, and motivate personnel.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects, occasionally lifts heavy objects, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office, a vehicle, or outside. The employee is exposed to noise, dust, dirt, machinery with moving parts, contagious or infectious diseases, and inclement weather. The work may require the use of protective devices.

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SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the North Carolina Training and Standards Commission.